



JAY DARDENNE  
LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

CHARLES R. DAVIS  
DEPUTY SECRETARY

DESIRÉE W. HONORÉ  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 2015-029

**TO:** Lt. Governor, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

**FROM:** Rikki Nicole David, SPHR, IPMA-CP (RND)  
Human Resources Director

**SUBJECT:** Updated "Options for Health Insurance Coverage" Notice

**DATE:** October 6, 2015

The Affordable Care Act's (ACA) "Options for Health Insurance Coverage" Notice has been updated, since its original creation in September 2013, to reflect:

- Current tax penalty for failing to enroll in health insurance coverage;
- Policy change by the Office of Group Benefits (OGB) relative to mandatory tax-sheltering of health insurance premiums;
- Updated information regarding when eligible employees may enroll in health insurance coverage through the Office of Group Benefits (OGB);
- Updated information regarding the annual Open Enrollment period through the Health Insurance Marketplace.

**All new hires must be given the "Options for Health Insurance Coverage" Notice and must sign the Affordable Care Act Acknowledgement form.** Both of these documents can be accessed on Channel Z, which is located at <http://www.crt.state.la.us/management-and-finance/human-resources/forms/index>.

We continually strive to maintain our HR forms and notices in accordance with the latest policy changes and legal guidelines. Therefore, we expect supervisors to obtain HR forms directly from Channel Z each time that one is needed (rather than maintaining hard copies of forms), so as to ensure that the most up-to-date versions are being utilized at all times.

Should you have any questions, please contact the Human Resources Division at (225) 342-0880.

**Please Post and Circulate**